**FOR SCHOOLS PARTICIPATING IN THE FESTIVAL**

Dear [school’s name] families,

As you are now aware, classes are cancelled Friday, April 27.

We want you to know, however, that [school’s name] will be participating in the 34th Annual Shakespeare Festival. The festival is a day of great joy, and our students and educators have worked very hard to prepare for it. We’re thrilled to provide this opportunity for them to shine on stage!

Below, you’ll find information about transportation, meals and day-of communication for the festival.

**Transportation:**

Please call the front office at [front office phone number] or [name of teacher or festival lead] at [phone number] for more information on transportation to and from school and the Shakespeare Festival.

**Meals:**

[Please provide information on meal options available to students during the festival (i.e. “We will provide bagged lunches to all students who receive free and reduced-price meals,” or “Meals will not be provided so please send a bagged lunch and water bottle with your student.”]

**Contact information:**

If you have questions or need to reach a chaperone during the Shakespeare Festival, please contact [teacher’s or festival lead’s name] at [teacher’s or festival lead’s phone number]. You can also call me at [principal’s phone number] or email me at [principal’s email address].

We are looking forward to the festival and are grateful for your support that day!

Warm regards,

[Principal’s name]